

JOB TITLE: Animal Control Officer

DEPARTMENT- Police Department

SUPERVISION RECEIVED: Reports directly to Chief of Police.

PURPOSE AND NATURE OF JOB: This Position performs a wide range of animal control duties as specified in the Town's Animal Control Ordinance and independently performs general duty animal work or specialized in a particular area of animal control work; duties may include patrolling streets, roads and public places. Responding to radio dispatches and answering call and complaints, taking enforcement actions (citations) for violators of the ordinance.

DESCRIPTION OF THE TASKS PERFORMED:

Investigates calls and complaints related to animal control. The employee will enforce the animal control ordinance of the Town and they must be willing to handle, pick up and control vicious animals, stray Animal, injuries animal, as well as pick up and dispose of dead animal. Transport animals to shelter, issue license, clean and maintains shelter of entire area around shelter fences. Feeds and water all animals (Monday through Friday only). Clean and maintains all issued equipment, investigates theft or slaughter cases.

DESCRIPTION OF MATERIALS AND/OR PRODUCTS HANDLED:

Animal Control Officer equipment including but not limited to Catch Poles, Dog and Cat traps, latex gloves, plastic bags, paper bags, two-way radio, vehicle, lights, department issued equipment, first aid equipment, fire extinguisher. Office equipment includes computers; printers, pencils, paper, pens, correction fluid, staples, copy machines, and any other materials handle in the course of daily duties.

GENERAL EDUCATION REQUIREMENTS: Must have a high school diploma or GED equivalent.

SPECIAL VOCATIONAL PREPARATION REQUIREMENTS:

Licenses: Valid New Mexico Driver's License and good driving record.

Special Requirements: Position is safety sensitive and subject to drug testing.

Certifications: New Mexico Animal Control Officer Certification within first year of employment.

Experience: Any combination of education, training, and experience, providing knowledge of general office procedures and equipment totaling six months.

Skills: Ability to communicate effectively in both oral and written form. Ability to follow orders.

Knowledge: Considerable of geography, street system and routes for the Town dispatch codes, or personal safety procedures; of principals of first aid; of operation of equipment; of department policies and procedures. Ability to operate department vehicle, and other assigned equipment, to evaluate and determine appropriate action in a variety of routine and emergency situations.

WORK ENVIRONMENT: Work is performed inside and outside under variable weather conditions. Routinely exposed to possibility of bodily harm. Requires arduous physical exertion under a variety of conditions and regular hours and on –call duty is not required.

PHYSICAL REQUIREMENTS:

Mobility Factors: Walk 50%, sit 20%, run 5%

Primary Work Position: Stand 20%, kneel 5%, Squat 5%

SPECIFIC MOVEMENTS:

Trunk: Bends occasionally, stand kneels or squats often

Arms: Reaches 2-4 feet, occasionally carries 40-50 lbs. maximum approximately 5 feet, lifts floor to waist, 60lbs maximum

Legs: Bend, walks kneel, squat often, and climb occasionally.

Hands: Gross dexterity, occasionally; grasp/manipulate, frequently; speed required often; bilateral coordination, frequently, continuous eye/hand coordination.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirement or knowledge, skills and abilities.

This Job description does not constitute a contract for employment.

I, _____ have reviewed the job description.

Date: _____